

# Workplace Alaska

## Class Specification Health Facilities Surveyor I

**Created:**  
12/31/1997 by Rachel Wilson  
**Finalized on:**

**AKPAY Code:** P5451  
**Class Outline Cat:** B  
**Approved by:**

**Class Code:** PG0105  
**Class Range:** 20  
**Class Status:** Active

**Category:**  
**Original Date:** 08/01/1970

**Class Title:** Health Facilities Surveyor I  
**Use MJR Form:** Standard

### Original Comments:

ORIGINAL - Medicare Facilities Surveyor, class code 5138, range 18.

### Subsequent Revision Dates/Comments:

10/16/72 - Title and Code change: Facilities Surveyor, class code 5450.

12/6/74 - Title and code change: Health Facilities Surveyor, class code 5451.

5/1/88 - Update; add alcohol/drug abuse wording (CD/MAD).

12/1/91 - Revised; Title change and rewrite: Health Facilities Surveyor I (CD/KC).

07/01/2006 – Class Outline revised; Class Code changed to PG0105, AKPAY Code P5451.

08/01/2008 - Revised; range change from 18. (KMurry)

09/25/2008 - Workplace AK spec revision: Added Census Job Code and AKPAY Code fields; Replaced Category field with Class Outline Category; Updated EEO4, SOC, and Class Code fields; Removed DOT field.

**Last Update:** **EEO4:** B **SOC:** 29-1199 **Census:** 02

### Last Update Comments:

### Definition:

Health Facilities Surveyor I is the journey level of the series. At this level incumbents perform professional on-site inspections and reviews of health care facilities, typically as a member of a survey team; apply professional knowledge and expertise to assess a health care facility's services and programs; identify problems, deficiencies, or violations; and recommend or direct corrective actions.

### Distinguishing Characteristics:

Health Facilities Surveyors I perform professional on-site inspections and reviews of health care facilities. As a member of a survey team, incumbents apply professional knowledge and expertise in a specialty area, such as nursing, medical technology, dietetics, sanitation, social work, or health administration, to analyze and assess the activities in the facility. Inspections cover all areas in a facility such as medical staff by-laws; surgical, obstetrical, emergency, pharmaceutical and rehabilitation services; nursing services; infection control practices and surveillance methodology; administrative services including personnel, financial and clinical records; physical plant structures; dietary, housekeeping, and laundry services; and risk management. Incumbents survey a variety of facilities including hospitals, nursing homes, home health agencies, rural health clinics, birthing centers, ambulatory surgery centers, independent laboratories, outpatient physical therapy services, and so on. Incumbents may lead a survey team when certified for the specific type of facility.

Health Facilities Surveyor I is distinguished from Health Facilities Surveyor II by the latter's responsibility for coordinating and conducting the ongoing training of, or for supervision of, Health Facilities Surveyors I.

### Examples of Duties:

Conduct inspections of assigned facilities using professional expertise to evaluate program components such as the inspection, review, and evaluation of nursing services, laboratory services, admission, discharge, and resident rights processes and policies, dietary services, and life safety code inspections.

Conduct or participate in meetings with facility administrators to explain the inspection process, obtain access to the information needed, and to present the summary of findings, including identification of violations.

Review facility records to determine compliance with licensure and certification requirements; review patient records to determine whether medical and social services were provided in accordance with physicians' diagnoses, orders and treatment plans, patient assessments, and patient's mental and physical condition.

Inspect the physical plant; note problems or deficiencies in construction standards; evaluate infection control measures and environmental conditions relating to safety and sanitation; and evaluate the type of care being provided by the facility by conducting patient, patient family, and employee interviews and noting observations.

Prepare a summary of findings, including identification of violations, and a formal report of the inspection; recommend approval or denial of a facility's certification for Medicare/Medicaid and/or State licensure; recommend and justify appropriate administrative sanctions, fines, or other actions depending on seriousness of violations; recommend long term care enforcement remedies.

Review and evaluate facility-prepared plans of correction and return for modifications as needed; conduct dispute resolution meetings; conduct follow-up visits to facilities according to the schedule established in the final report to ensure that compliance is proceeding on schedule.

Investigate complaints against facilities by identifying the problem area, visiting the facility, determining whether a problem exists, recommending or directing problem resolution, and following up by responding to the complainant.

Review architectural drawings/plans to ensure compliance with State construction standards for facilities and life safety code standards; and communicate final determinations to facilities and contractors.

Provide information to health care administrators and personnel to assist them in interpreting and meeting State and federal regulations and statutes.

Participate in federally required training programs and maintain currency in professional specialty area, trade literature, federal and State regulations and directives, and changes in the health care industry.

**Knowledge, Skills and Abilities:**

Considerable knowledge of the principles, practices and current developments of health care delivery and management systems.

Considerable knowledge of State and federal laws, regulations and standards related to health care administration.

Considerable knowledge of a health care professional specialty, such as Nursing, Medical Technology, Dietetics, Sanitation, Social Work, or Health Administration.

Working knowledge of the principles of health care related administrative management including organization, planning, staffing, training, budgeting and reporting.

Ability to analyze health facility data and operations in terms of management and operational controls, systems and procedures, to assess them critically, to clearly articulate findings verbally and in writing, and make recommendations for changes.

Ability to independently perform and direct surveys of facilities and programs to evaluate conformance with standards.

Ability to establish and maintain effective relationships with government officials, private industry officials, professional personnel and others contacted in the course of the work.

Ability to organize, evaluate and present oral and written information effectively.

**Minimum Qualifications:**

Graduation from an accredited school of nursing, licensure as a Registered Nurse, and three years of professional experience in nursing.

**OR SUBSTITUTION:**

Bachelor's degree from an accredited college in medical technology, chemistry, physical science, biology, or a closely related field; certification as a Medical Technologist or Clinical Laboratory Scientist; and three years of professional experience in a laboratory of a hospital, university, or health department.

**OR SUBSTITUTION:**

Bachelor's degree from an accredited college in institutional management, clinical nutrition, food and nutrition services, or a closely related field; certification as a Registered Dietitian by the American Dietetic Association's Commission on Dietetic Registration or its successor; and three years of professional experience as a practicing dietitian.

**OR SUBSTITUTION:**

Bachelor's degree from an accredited college in environmental health or a closely related field and three years of professional experience as a sanitarian.

**OR SUBSTITUTION:**

Bachelor's degree from an accredited college in social work, licensure as a Social Worker or Clinical Social Worker, and three years of professional experience in social work in a medical setting.

**OR SUBSTITUTION:**

Bachelor's degree from an accredited college in public health, health care administration, the medical or biological sciences, or a closely related field and three years of professional health administration experience.

**Required Job Qualifications:**

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

**Special Note:**

For professions requiring licensure or certification by the State and/or a national organization, possession of the license or certification is required at the time of appointment and must be maintained as a condition of continuing employment.

Business needs may require a position in this class be restricted to a particular specialty. Recruitment and selection for such positions will be from among those candidates with the appropriate specialty background and expertise.

**Minimum Qualification Questions:**

Have you graduated from an accredited school of nursing?

AND

Are you licensed as a Registered Nurse?

AND

Do you have three years of professional experience in nursing?

**Or Substitution:**

Do you have a bachelor's degree from an accredited college in medical technology, chemistry, physical science, biology, or a closely related field?

AND

Are you certified as a Medical Technologist or Clinical Laboratory Scientist?

AND

Do you have three years of professional experience in a laboratory of a hospital, university, or health department?

**Or Substitution:**

Do you have a bachelor's degree from an accredited college in institutional management, clinical nutrition, food and nutrition services, or a closely related field?

AND

Are you certified as a Registered Dietitian by the American Dietetic Association's Commission on Dietetic Registration or its successor?

AND

Do you have three years of professional experience as a practicing dietitian?

**Or Substitution:**

Do you have a bachelor's degree from an accredited college in environmental health or a closely related field?

AND

Do you have three years of professional experience as a sanitarian?

**Or Substitution:**

Do you have a bachelor's degree from an accredited college in social work?

AND

Are you licensed as a Social Worker or Clinical Social Worker?

AND

Do you have three years of professional experience in social work in a medical setting?

**Or Substitution:**

Do you have a bachelor's degree from an accredited college in public health, health care administration, the medical or biological sciences, or a closely related field?

AND

Do you have three years of professional health administration experience?